



National Park Service
 240 West 5th Avenue, Room 114
 Anchorage, Alaska 99501

Fax: (907) 644-3813 Ph: (907) 644-3362 or 644-3533

Website: www.nps.gov/akso/concessions/home.htm

Email: brenda_coleman@nps.gov

COMMERCIAL USE AUTHORIZATION (CUA)
(Formerly called Incidental Business Permit -IBP)
Instruction Booklet

Commercial Use Authorization (CUA) for Out of Park Services: Section 418 of the National Parks Omnibus Management Act of 1998, Public Law 105–391 (Section 418), authorizes (but does not require) NPS, upon request, to issue commercial use authorizations (CUAs) to persons (referring to individuals, corporations and other entities) to provide commercial services to park area visitors in limited circumstances. CUAs provide a simple means to authorize suitable commercial services to visitors in park areas. This CUA, used for “Out-of-Park Services” provide for the incidental use of park area resources by operators who provide commercial services originating and terminating outside of the park area (or within an inholding). A CUA of this type may not authorize solicitation of customers, sales, or payment for commercial services to take place within the park area; all of these activities must occur outside of the park area (or within an inholding). Prior to 2006, these services were typically authorized by Incidental Business Permits (IBP’s).

Contacts for Questions / Information

We recommend that you contact the Brenda Coleman in the Regional Concessions Office in Anchorage at 907-644-3362 if you have questions relating to the application or other administrative related subjects. For questions regarding park operations, please call the park contact listed below. Note: You may email any of the persons listed by using their name: e.g. Marilyn_Trump@nps.gov

<u>Park Unit</u>	<u>Contact</u>	<u>Phone</u>
Alagnak Wild River, Katmai, Aniakchak.....	Becky Brock	(907) 271-6230
Lake Clark National Park & Preserve.....	Becky Brock	(907) 271-6230
Denali National Park & Preserve.....	Mary Wysong - or- Phyllis Motsko	(907) 683-9512 (907) 683-9554
Gates of the Arctic National Park & Preserve.....	Teri McMillian	(907) 692-6107
Glacier Bay National Park & Preserve.....	Dave Nemeth or Marilyn Trump	(907) 697-2624 (907) 697-2670
Kenai Fjords National Park.....	Jim Ireland	(907) 224-7520
Klondike Gold Rush National Historical Park.....	Reed McCluskey	(907) 983-9218
Sitka National Historical Park.....	Clair Roberts	(907) 747-6281
Western Arctic National Parklands*.....	Jan Maslen	(907) 442-8315
*(Bering Land Bridge, Cape Krusenstern, Kobuk Valley, Noatak Preserve)		
Wrangell-St. Elias National Park & Preserve.....	Smitty Parratt	(907) 822-7223
Yukon-Charley Rivers National Preserve.....	Bob James	(907) 547-4202

Application

Questions are self-explanatory. This Instruction Booklet includes the following documents to help complete your application.

Documents	Page
Fee Schedules	2-4
List of Approved Commercial Visitor Services – Table #1	5
Definitions & Codes for Individual Commercial Visitor Services –Table #2	6
Group Size Limits for Individual Parks –Table #3	7
Insurance Requirements – Table #4	8

Fees Defined

REMINDER: Please write either your Social Security Number or Tax Identification Number on your check.

Application Fee represents the costs incurred by the park service in mailing, distributing and initial review to make sure the information supplied is sufficient to form a decision. This fee is non-refundable, whether or not the authorization is approved. All applicants must pay this fee.

Administrative Fee is based on cost associated with the administrative process of the decision and the approval of the authorization. The Administrative Fee is due at the time the application is submitted and is non-refundable, whether or not the authorization is approved. All applicants must pay this fee

Management Fee is charged by certain parks and is based on the actual costs incurred by all park divisions involved in monitoring, supporting or cleanup and restoring after the use.

Recreational Use Fee: Funds from this fee are used to reduce identified non-recurring maintenance, infrastructure repair, and to assist resource management.

Entrance Fee.-The term "entrance fee " means the recreation fee authorized to be charged to enter onto lands managed by the National Park Service

Current Application & Administrative Fee:

BASIC FEE SCHEDULE

Number of Parks	Application/Administrative Fee	Application/Administrative Fee
	2-Year CUA (Send with Application)	1-Year CUA (Send with Application)
1	\$300	\$200
2	\$400	\$250
3	\$500	\$300
4	\$600	\$350
5	\$700	\$400
6	\$800	\$450

Current Management Fee: (In Addition to the Application and Administrative Fees described above, a Management Fee is in effect for these park units identified below).

Park Name	Management Fee	Due Date	Notes
Alagnak Wild River	\$6.00 per person, per day (excludes Guides)	November 15th of each year along with Activity Summary Report	If the same client visits both Brooks Camp Developed Area and any other locations in Katmai National Parks & Preserve on the same day with the same Holder, only the Brooks Camp Developed Area fee will be collected.
Aniakchak National Monument & Preserve	\$6.00 per person per day (excludes Guides)	November 15th of each year along with Activity Summary Report	If the same client visits both Brooks Camp Developed Area and any other locations in Katmai National Parks & Preserve on the same day with the same Holder, only the Brooks Camp Developed Area fee will be collected.
Brooks Camp (Developed Area)	\$14.00 per person per day (excludes Guides)	November 15th of each year along with Activity Summary Report	
Glacier Bay National Park & Preserve	\$100 per year of authorization	January 1st of each year	New applicants must submit this fee along with application.
Katmai National Park & Preserve (Includes locations in Katmai National Parks & Preserve Excluding Brooks Camp Developed Area)	\$6.00 per person, per day (excludes Guides)	November 15th of each year along with Activity Summary Report	If the same client visits both Brooks Camp Developed Area and any other locations in Katmai National Parks & Preserve on the same day with the same Holder, only the Brooks Camp Developed Area fee will be collected.
Klondike Gold Rush National Historical Park	\$2.00 per person, per day	Due with Activity Reports - paid in two scheduled submissions per year as follows: 1. August 15 (for May - July Activity Report) and 2. November 15 (for August – September Activity Report)	Defined as \$2.00 times sum of the total number of guided clients in the park each day or portion thereof) for August – September Activity Report. Gross Receipt Due Nov 15th.
Lake Clark National Park & Preserve	\$6.00 per person, per day (excludes Guides)	November 15th of each year along with Activity Summary Report	
Western Arctic Region	\$100 per year of authorization, payable in one-year increments.	January 1st of each year	New applicants must submit this fee along with application. The \$100 fee includes commercial operations in Bering Land Bridge National Preserve, Cape Krusenstern National Monument, Kobuk Valley National Park and Noatak National Preserve.
Wrangell-St. Elias National Park & Preserve	\$100 per year of authorization payable in one-year increments.	January 1st of each year	New applicants must submit this fee along with application.

*******NOTICE OF FUTURE MANAGEMENT FEE *******

The management fee for Denali National Park & Preserve will become effective on the date shown.

Denali National Park & Preserve	\$100 per year. <i>(More information will be provided prior to implementation of the Denali management fee.)</i>	This fee goes into effect January 1, 2008
--	---	--

Recreational Use Fee:

- (1) Brooks Camp Developed Area in Katmai National Park & Preserve:
\$8.00 per person per night at Brooks Camp Developed Area Campground
(Reservations required: 1-800-365-2267)
- (2) Sitka National Historical Park (Activity Fee: Visitor Center & Russian Bishop's House)
The Sitka Activity Fee is payable upon entry into the park and should NOT be sent in with your application.

Visitor Center \$4.00 - 5 Days

Interpretive fee for exhibits, park film, and cultural demonstrations in the Visitor Center. No fee for children under 13 years old. Fees are not charged during the winter season.

Individual -- Russian Bishop's House \$4.00 - 5 Days

Interpretive fee for tours in the Russian Bishop's House. No fee for children under 13 years old. Fees are not charged during the winter season.

Late Fee:

(A) Applies to all park units EXCEPT those listed in Item B below.

All fees must be paid within 30 calendar days of the specified due date. The NPS uses the U.S. Treasury Current Value of Funds Rate (CVFR) system for collection of any unpaid or overdue balances owed to the Government. The current rate is set at 4% of the unpaid balance; however this rate is subject to revisions by the US Treasury. Any unpaid balance not paid within 30 days of the specified due date will accumulate an additional 4% interest on the principal amount owed, plus a \$5.00 administrative fee for each transaction (bill or letter) related to the unpaid debt. The Interest charged is simple interest at the rate in effect at the time the debt becomes overdue. The rate of interest remains fixed for the duration of the indebtedness.

(B) Late Fee (Applies to Katmai, Aniakchak, Alagnak & Lake Clark Park units):

- A \$25 fee, per report, for each 30-day period or portion thereof, for reports postmarked after the November 15th due date.
- A \$50.00 fee for each 30-day period, or portion thereof, plus an administrative fee of \$5.00 for each transaction related to the unpaid balance of any past due fee.

TABLE #1

Park Names and Approved Commercial Visitor Services

<p>Alagnak Wild River (ALAG) Air Taxi, Guided Backpacking, Big Game Transport, Incidental Big Game Transport Boating, Charter Boat, Guided Bear Viewing, Guided Hiking, Guided Kayaking, Guided Photography, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Aniakchak National Monument & Preserve (ANIA) Air Taxi, Guided Backpacking, Guided Boating, Charter Boat, Guided Bear Viewing, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Guided Winter Backcountry (Skiing, Sledding, Snowshoeing)</p>
<p>Bering Land Bridge National Preserve (BELA) Air Taxi, Big Game Transport, Incidental Big Game Transport</p>
<p>Cape Krusenstern National Monument (CAKR) Air Taxi, Guided Backpacking, Guided Kayaking</p>
<p>Denali National Park & Preserve (DENA) Air Taxi, Guided Backpacking/Overnight Camping, Guided Day Hiking, Group Camping (Savage River Campground only), Big Game Transport, Incidental Big Game Transport, Guided Mountaineering, Guided Winter Backcountry Trips (Skiing, Snowshoeing)</p>
<p>Gates of the Arctic National Park & Preserve (GAAR) Air Taxi, Guided Backpacking, Guided Boating, Charter Boat, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Glacier Bay National Park & Preserve (GLBA) Air Taxi, Guided Backpacking, Charter Boat, Group Camping, Passenger Ferry, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Taxi Service, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Katmai National Park & Preserve (KATM) Air Taxi, Guided Backpacking, Guided Boating, Guided Bear Viewing, Charter Boat, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Kenai Fjords National Park (KEFJ) Air Taxi, Backpacking, Guided Dog Sled Rides, Group Camping, Guided Hiking, Guided Kayaking, Guided Mountaineering, Guided Sportfishing, Commercial Vehicle Tours (land-based), Taxi/Shuttle Service, Guided Skiing/ Snowshoeing, Guided Bicycle Tours</p>
<p>Klondike Gold Rush National Historical Park (KLG0) Guided Backpacking, Guided Boating, Guided Bicycling, Guided Hiking, Guided Horserides, Shuttle Service, Commercial Vehicle Tours</p>
<p>Kobuk Valley National Park (KOVA) Air Taxi, Guided Backpacking, Guided Boating, Charter Boat, Hiking</p>
<p>Lake Clark National Park & Preserve (LACL) Air Taxi, Guided Backpacking, Guided Boating, Guided Bear Viewing, Charter Boat, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Noatak National Preserve (NOAT) Air Taxi, Guided Backpacking, Guided Boating, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Photography, Guided Sportfishing</p>
<p>Sitka National Historical Park (SITK) Hiking, Shuttle Service, Commercial Vehicle Tours (land-based).</p>
<p>Wrangell-St. Elias National Park & Preserve (WRST) Air Taxi, Guided Backpacking, Guided Boating, Guided Dog Sled Rides, Guided Hiking, Guided Horse packing, Guided Horserides, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Commercial Vehicle Tours, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing), Guided Wagonrides</p>
<p>Yukon-Charley Rivers National Preserve (YUCH) Air Taxi, Guided Backpacking, Guided Boating, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Sportfishing</p>

TABLE #2
Descriptions & Codes For Commercial Visitor Services

	Code	<u>AIRCRAFT USE</u>
Air Taxi	AT	A FAA Certified business that engage in air transportation with landings within the park boundaries. A permit is not required for Flightseeing trips that do not involve landings within park boundaries.
Big Game Transporter	HT	State (Alaska) Licensed Big Game Transport Service (for compensation) of big game hunters, their equipment or big game animals harvested by hunters to, from or in the field. (Soliciting this service at more than the usual tariff or charter rate.) (Applies to planes and boats.)
(Incidental) Big Game Transporter	IT	Licensed Air Taxi Operator providing carriage to big game hunters, their equipment or big game animals harvested by hunters to, from or in the field on an incidental basis only (unsolicited service or providing this service at the usual tariff or charter rate).
	Code	<u>FOOT TRAVEL</u>
Backpacking / Camping Overnight	BP	Hiking, carrying backpacks and necessary supplies with the intent of establishing temporary overnight camps.
Bear Viewing	BV	Lead groups on hikes to view/photography bears in Katmai, Alagnak, Aniakchak, and/or Lake Clark park units. Does not apply to other parks.
Camping (Groups)	GC	Use of improved campground facilities by commercial groups (Day Use). If you will be camping overnight, choose the "Backpacking" service code.
Hiking / Walking Tours	GH	Use of established / developed trails for walking and sightseeing.
Mountaineering	MT	Sport that involves rock or ice climbing or glacier travel each requiring the basic use of climbing ropes, cords, ice climbing boots, poles, ice axes, or crampons, etc.
Photography	PH	Use this only if Photography will be your primary activity. An example would be a photography business taking visitors in for nature picture taking. Others whose primary activity is for example, Hiking but may also take pictures along the hike; do not need to specify Photography on your application.
	Code	<u>TRANSPORTATION / VEHICLE USE</u>
Bicycle Tours	CY	Guided trips on bicycles on designated routes to tour the park.
Horse Packing	HP	Guided Overnight camping trips using horses as mode of transportation and/or to carry packs.
Horse Rides	HR	Guided day trips using western-style riding on horseback.
Shuttle & Taxi Service	SH	Point-to-point ground transportation only where passengers are dropped off or picked up in specified areas (no guiding).
Vehicle Tours	VT	A commercial vehicle tour consists of one or more persons traveling on an itinerary that has been packaged, priced, or sold for leisure/recreational purposes by an organization that realizes financial gain through the provision of the service. Applies to tours occurring on land- essentially road-based tours.
Wagon Rides	WR	Guided trail rides via wheeled covered wagons pulled by horses.
	Code	<u>WATER-RELATED ACTIVITIES</u>
Boating Trips	BT	Guided motorized or non-motorized vessel (any other than Kayak or Charter Boat).
Charter Boat	CB	A vessel operating in marine waters carrying persons or cargo.
Kayak Tours	KT	Guided Day tours on a Kayak (decked boat paddled from a seated position using two-bladed paddle.
Sportfishing	SF	Guided recreational activity of catch and release of fish.
	Code	<u>WINTER ACTIVITY (Backcountry)</u>
Skiing	SK	Gliding over the snow using skis strapped to the feet with ski bindings
Dog Sledding	DS	Guided day tours using a regular or dog drawn sled for transportation.
Snowshoeing	SN	Using a racket-shaped frame containing interlaced strips, as of leather, that is attached to the foot to facilitate walking on deep snow.

TABLE #3 Group Size Limitations

This table allows you to be knowledgeable of any group or size limitation per park, before you submit your application.

Park Unit	Group Size Limitations												
Alagnak Wild River	No more than 15 persons, including employees												
Aniakchak	No more than 15 persons, including employees												
Bering Land Bridge	<u>Float Trips</u> : No more than 10 persons, including Guides & Boatmen. <u>Backpacking Groups</u> : No more than 7 and that include Guides.												
Cape Krusenstern	<u>Float Trips</u> : No more than 10 and that include Guides & Boatmen. <u>Backpacking Groups</u> : No more than 7 persons, including Guides.												
Denali	<p><u>ALL PERMITTEES:</u> The group size limit is 12 people, inclusive of guides. Limit may be increased to 15 under certain circumstances with prior NPS approval.</p> <p><u>DAY HIKING OPERATING PROVISIONS– Frontcountry Trails</u> Commercially guided day hiking is authorized on the following frontcountry trails:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">a) Bike Trail to DVC *</td> <td style="width: 25%;">No group size limit</td> <td style="width: 25%;">No annual limit</td> </tr> <tr> <td>b) Jonesville Trail to DVC</td> <td>Group size of 15**</td> <td>No annual limit</td> </tr> <tr> <td>c) Roadside Trail</td> <td>Group size of 15</td> <td>Limited to 20 trips per year</td> </tr> <tr> <td>d) Rock Creek Trail</td> <td>Group size of 15</td> <td>Limited to 20 trips per year</td> </tr> </table> <p>*DVC is the Denali Visitor Center. **All group size limits are inclusive of guides.</p> <p><u>SAVAGE CAMPGROUND GROUP SITES OPERATING PROVISIONS</u></p> <p>a) Group sites are available by reservation beginning December 1 for the following year. Fax the group site reservation form to 907-264-4684. Group site fax forms are available at www.nps.gov/dena.</p> <p>b) The group size maximum limit is 20, including group leaders.</p>	a) Bike Trail to DVC *	No group size limit	No annual limit	b) Jonesville Trail to DVC	Group size of 15**	No annual limit	c) Roadside Trail	Group size of 15	Limited to 20 trips per year	d) Rock Creek Trail	Group size of 15	Limited to 20 trips per year
a) Bike Trail to DVC *	No group size limit	No annual limit											
b) Jonesville Trail to DVC	Group size of 15**	No annual limit											
c) Roadside Trail	Group size of 15	Limited to 20 trips per year											
d) Rock Creek Trail	Group size of 15	Limited to 20 trips per year											
Gates of the Arctic	<u>Float Trips</u> : No more than 10 persons , including Guides & Boatmen <u>Backpacking Groups</u> : No more than 7 persons, including Guides (includes side trips taken by river float).												
Glacier Bay	<u>Backcountry (On Shore Groups)</u> : No more than 12 persons, including Guides.												
Katmai	Excluding Brooks Camp Developed Area, no more than 15 persons, including Holder’s employees.												
Kenai Fjords	<u>Backcountry Trips</u> : (includes Harding Ice Field & Trail) No more than 14 per group including Guides & Assistants.												
Klondike Gold Rush	<u>Guided Trips</u> : No more than 12 persons, including Guides. Also, there must be at least one Guide per trip. <u>Horseback Rides</u> : No more than 5 client-riders for each wrangler/guide (e.g. maximum group size is 12 persons, two of which must be guides).												
Kobuk Valley	<u>Float Trips</u> : No more than 10 persons and that include Guides & Boatmen. <u>Backpacking Groups</u> : No more than 7 persons, including Guides.												
Lake Clark	No more than 15 persons, including Guides & Assistants.												
Noatak	<u>Float Trips</u> : No more than 10 persons, including Guides & Boatmen. <u>Backpacking Groups</u> : No more than 7 persons, including Guides.												
Sitka	None												
Wrangell-St. Elias	<u>Float Trips</u> : No more than 15 persons, including Guides & Boatmen.												
Yukon-Charley Rivers	<u>Float Trips</u> : No more than 12 persons, including Guides & Boatmen.												

TABLE #4
Minimum Insurance Requirements

Activity	Type of Insurance	Minimum Amount Required
Backpacking, Hiking, Photography, Horse Rides, Horse Packing, Camping (Group), Dog Sled Tours, Winter Backcountry Use, Sportfishing without boat, Bicycle Tours, Bear Viewing, Wagon Rides	<u>Comprehensive General Liability</u> (Guides & Outfitters)	\$300,000/Occurrence
Mountaineering	<u>Comprehensive General Liability</u> (Guides & Outfitters)	<u>PARTY SIZE - Amount</u> Up to 5: \$300,000/Occurrence 6 to 12: \$500,000/Occurrence 13 or more: \$1,000,000/Occurrence
Motor Vehicles (Shuttle Service, Vehicle Tours)	<u>Auto Liability</u> Coverage is required for all owned, non-owned and hired vehicles.	<u>PARTY SIZE - Amount</u> Up to 5: \$300,000/Occurrence 6 to 12: \$500,000/Occurrence 13 to 20: \$750,000/Occurrence 21 to 50 \$1,500,000/occurrence 51 or more: Contact NPS
<u>Watercraft Over 26 Feet</u> Boating Trips, Charter Boat, Sportfishing with boat, Hunt Transporters (via boat)	<u>Protection & Indemnity</u> If your vessels is over 26 feet.	<u>Passengers Amount</u> Up to 5: \$300,000/Occurrence 6 to 12: \$500,000/Occurrence 13 to 20: \$1,000,000/Occurrence 21 to 50 \$1,500,000/occurrence 51 & Over: Contact NPS
<u>Watercraft Under 26 Feet</u> Boating Trips, Charter Boat, Sportfishing with boat, Kayak Tours, Hunt Transporters (via boat)	<u>Comprehensive General Liability</u> If your vessels is under 26 feet. (Insurance cert must include statement that " <u>watercraft liability is included</u> ").	\$300,000 Per Occurrence
Air Taxi, Big Game Transporters (via plane)	Aircraft Liability	\$150,000 per seat for bodily injury or death in a single occurrence; and \$100,000 for property damage in a single occurrence.
Employee Coverage	Worker's Compensation	Required if you have Hired Employees.

Additional Information:

1. An insurance certificates must show that coverage has been provided for all of your activities. For example, if you were an Air Taxi Operator who will also Guide clients, you would need both Aircraft Liability and General Liability Insurance (Guides & Outfitters Insurance). Separate insurance certificates are not required.
2. All insurers must be admitted (licensed) in the state in which the Holder is domiciled.
3. The following must be shown on the Certificate of Insurance:
 - A.M. Best Identification Number of the insurance company.
 - The Insured's name but the same as that under which you will be doing business.
 - The US Government is a named additional insured and is annotated as such on the certificate.
 - The Certificate Holder's address is: (mail to this address or fax to 907-644-3813)
 US Government
 National Park Service- Concessions
 240 West 5th Avenue #114
 Anchorage, AK 99501